



Washington State Department of Early Learning

“Kids’ Potential, Our Purpose.”

10.2.5 Probationary License Procedure Tip Sheet

When is it effective? November 1, 2009

What does it mean to me?

A probationary license is issued when non-compliance with regulations pose a threat to the health and well-being of children if allowed to persist. The licensee and DEL licensuror must mutually agree to the terms of a probationary license. A probationary license is issued for the following reasons:

- Willful or negligent noncompliance with regulations
- A history of noncompliance with regulations

If issuing a probationary license:

- Get supervisor’s approval of the probationary license conditions
- Limit the probationary license to for up to six months at a time, up to an additional six months
- Send a letter to the licensee explaining conditions for the probationary license by certified/registered mail with return receipt
- Require the licensee to notify parent/guardians
- Require the licensee to give up full license during the probationary period
- Contact R & R and CSO within three business days when no refer is used or summary suspension or revocation is initiated
- Enter all information in FamLink within five business days.
- A probationary license should not be issued when a summary suspension or revocation would be more appropriate or the licensee does not agree to the probationary conditions.

What is important to remember?

- Respectfully communicate with the child care facility and parents or legal guardians
- Summarily suspend a license with supervisory approval when an allegation represents imminent risk of harm to children.

Resources associated with the policy:

- 10.2.5 Probationary License Policy
- 10.2.5 Probationary License Procedure
- 10.10.2 Probationary License Agreement
- 10.10.14 Offer of a Probationary License Letter

Training expectation:

- Supervisors are responsible for ensuring that all licensing staff have read and understand and follow all new policies as they are distributed

**“Together, with
parents and
partners, we offer
children world-
class learning
opportunities so
they reach their
full potential.”**

Use the Licensing Issues Application, located on the Insider Licensing page, to report any issues with current documents.